

NASA Glenn Research Center
Cleveland, Ohio

TO: Glenn Employees

FROM: 0400/Acting Chief, Office of Human Resources

SUBJECT: Time-In-Grade Requirements

Clarification has been received regarding application of time-in-grade requirements for individuals who have formerly held Federal Wage System (WG) positions. As a result, employees who have changed from a WG to a GS position may meet time-in-grade requirements for merit promotion vacancies prior to serving 52 weeks in a GS position.

The regulations require that for advancement to a GS position at the GS-6 and above level, candidates must have completed a minimum of 52 weeks in a position at a lower level (or equivalent) that is determined by the position to be filled. Service under a WG position has been determined to be creditable service towards this waiting period.

Service under the WG pay system is credited by comparing the candidate's rate of basic pay as a WG (hourly rate multiplied by 2,087) to the fourth step (representative rate) of the GS position in effect when the non-GS service was performed. The GS grade considered equivalent is the GS grade with a representative rate that equals the candidate's rate of basic pay. When the candidate's rate of basic pay falls between the fourth step of two GS grades, the non-GS service is credited at the higher grade.

Example:

Feb 2001 – WG-13/5 - \$23.61 ph = \$49,274 pa

Feb 2001 – GS-11/04 - \$44,259 pa

GS-12/04 - \$53,044 pa

WG-13/5 service would be credited at a GS-12. A determination would then be made as to how long the candidate held the equivalent rate.

Candidates applying for merit promotion vacancies will have their applications reviewed for both time-in-grade requirements and qualification requirements based on the position for which they are applying. In order to provide fair and open competition for those this clarification may impact, the deadline for applying for vacancy announcements for GS technician positions posted between June 1 and June 18, 2001, will be extended accordingly.

Be advised that employees being considered for career ladder promotions must continue to meet both time-in-grade requirements (as clarified above) and demonstrate they have the technical expertise to perform the work at the next higher grade level in their official position of record.

Questions regarding this matter should be addressed to the Human Resources Specialist responsible for your Directorate. A listing of the OHR Specialists can be found at: <http://www.grc.nasa.gov/WWW/OHR/Lewis/assignments.pdf>.

Gwendolyn D. Davis

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